



# NASA Financial Management Manual

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## **FMM 9720 TRAVEL REQUEST AND AUTHORIZATIONS**

### **FMM 9721 AUTHORIZATION OF TRAVEL**

#### **9721-1 DELEGATIONS OF AUTHORITY FOR TRAVEL AUTHORIZATIONS**

Authority to issue travel authorizations in NASA is delegated and redelegated in accordance with the provisions of NMI 9710.1\_, as revised. When an official delegated or redelegated this authority is absent, the official designated to act in their capacity may authorize or approve travel.

#### **9721-2 RESPONSIBILITY FOR OFFICIAL TRAVEL**

- a. **GENERAL.** Travel authorizations are subject to compliance with prior management determinations, approvals, and requirements prescribed in this regulation.
- b. **TRAVEL-REQUESTING OFFICIAL** A travel-requesting official is an employee's supervisor or other person having full knowledge of the purpose and requirements of the proposed travel. A travel-requesting official is responsible for only proposing travel that is necessary and justified in the completion of the Agency mission that cannot be satisfactorily accomplished less expensively. Travel requesting officials are responsible for the preparation of travel orders. Travel authorizations will incorporate management determinations, authorizations, and justifications in accordance with the provisions of this regulation, and cover the specific purpose, allowances, period of travel, place of duty, itinerary, allowable or directed mode of transportation, and administrative conditions and limitations. Travel authorizations are subject to approval or disapproval by travel authorizing officials (see subparagraph c).
- c. **TRAVEL-AUTHORIZING OFFICIAL.** Travel-authorizing officials will be at an organizational level that will insure effective control, necessity, and justification for authorizing travel. A travel-authorizing official is responsible for: 1) authorizing travel that is necessary and justified in the completion of the Agency's mission that cannot be accomplished less expensively, and 2) for approval or disapproval of travel requests and expense items claimed on vouchers affecting reimbursement that require administrative determinations prior to the settlement of a travel claim.



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- d. **FUND-APPROVING OFFICIAL** The fund-approving official is the person responsible for determining the availability of funds and for providing citation of the complete major accounting classification for an authorized travel assignment or amendment thereof.

## **9721-3 GENERAL CONDITIONS RELATIVE TO TRAVEL AUTHORIZATIONS**

- a. **AUTHORIZATION IN WRITING** A travel authorization establishes the specific purpose and conditions, in writing, under which official travel and transportation is authorized. Travel authorizations will normally be issued within 3 days or less before the commencement of the travel and must be signed by the designated requesting or authorizing official.
- b. **PROHIBITION.** Travel authorizations will not be issued in connection with reporting for duty to first permanent duty station except as provided in FMM 9741-4 and FMM 9761-3b and 9761-3c, or for pre-employment interviews or examination except as provided in FMM 9741-15o
- c. **EXCEPTIONS.** When travel is performed within 50 miles of the permanent duty station or place of abode, authorization by a travel-authorizing official may be oral or written.
- d. **DELAY IN TRAVEL.** When temporary duty travel is delayed for more than 7 calendar days after the beginning date specified in the travel authorization, an amended travel order must be issued in accordance with FMM 9721-7a(2), Travel which is started after the date specified in the travel order but before the lapse of 7 calendar days may be extended beyond the ending date specified in the travel authorization a corresponding number of days.

## **9721-4 FORMS USED**

The following NASA forms are prescribed for use throughout the Agency for the purposes indicated. Locally devised forms may not be substituted in lieu of the prescribed forms.

- a. **TEMPORARY DUTY TRAVEL - DOMESTIC.** A Travel Request and Authorization, NASA Form 372 (FMM Appendix 9721-4A), will be used for authorizing domestic temporary duty travel performed within the 50 States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States in accordance with the instructions set forth in this regulation. For a complete definition of domestic travel, see FMM 9712-9 For a listing of CONUS travel areas, see FMM Appendix 9742-8A for the 48 Contiguous States and FMM Appendix 9742-8D for nonforeign areas. The types of domestic travel that can be authorized by utilizing a NASA Form 372 are:



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- (1) Single trip authorizations for individual travel assignments;
  - (2) Unlimited open authorizations;
  - (3) Limited open authorizations;
  - (4) Invitational Travel; and
  - (5) Extended TDY Travel
- b. **TEMPORARY DUTY TRAVEL - FOREIGN.** The Overseas Travel Order, NASA Form 386 (FMM Appendix 9721-4B), will be used to authorize temporary duty travel to foreign areas listed in FMM Appendix 9742-8C, in accordance with the provisions of this regulation. The types of travel that can be authorized by utilizing NASA Form 386 are:
- (1) Single trip authorizations for individual travel;
  - (2) Limited open authorizations; and
  - (3) Travel of student dependents of NASA civilian employees between the employees duty station in a foreign area or a school in the United States.
- c. **INFORMATION COVERING PERSONS TRANSFERRED OR APPOINTED TO FIRST DUTY STATION (NASA FORM 1449)** The NASA Form 1449 (FMM Appendix 9721-4C) is to be completed by all employees transferring to or within NASA and by first duty station appointees. The pertinent family and residential information provided on this form will assist the personnel officer in authorizing the necessary entitlements when preparing the NASA Form 1450, Authorization - Change of Official Station (FMM Appendix 9721-4D).
- d. **CHANGE OF OFFICIAL STATION.** An Authorization - Change of official Station, NASA Form 1450 (FMM Appendix 9721-4D), will be used in authorizing both domestic and foreign travel, in connection with a permanent change of official duty station, first duty station appointments, renewal agreement travel and travel from an overseas duty station for purpose of separation.
- e. **SERVICE AGREEMENT - TRANSFERRED EMPLOYEE** A Service Agreement - Transferred Employee, NASA Form 1337 (FMM Appendix 9721-4E), to be completed by a Government employee transferring within the CONUS to NASA from another agency or between NASA Installations. This agreement will be signed before the travel in connection with such transfer is authorized.
- f. **SERVICE AGREEMENT - FIRST DUTY STATION APPOINTMENT.** A Service Agreement - First Duty Station Appointment, NASA Form 420 (FMM Appendix 9721-4F), is required to be signed before allowable travel and transportation expenses to be incurred in connection with such appointment to a position within the United States may be authorized. Whenever possible, the service agreement will be signed before employees are authorized to travel incident to their appointment. This form will be used only where the appointee's first permanent duty station is located within the CONUS.



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- g. **SERVICE AGREEMENT - OVERSEAS EMPLOYMENT** A Service Agreement - Overseas Employment, NASA Form 513 (FMM Appendix 9721-4G), must be signed by an employee transferring to or between an overseas duty station and by a first duty station appointee where the first permanent duty location is outside the CONUS, This requirement will be accomplished before the travel incident when such a move is authorized.

## **9721-5 TYPES OF TRAVEL AUTHORIZATIONS**

In accordance with NMI 9710.1\_, as revised, the following types of travel authorizations are prescribed when authorizing domestic and foreign temporary duty travel throughout NASA.

- a. **UNLIMITED OPEN TRAVEL AUTHORIZATION.** An unlimited open travel authorization permits an individual to travel on any official NASA business without further authorization. This type of authorization will be used by the Administrator or Deputy Administrator, and other designated employees such as Officials-in-Charge of Headquarters Offices and Directors of NASA Installations when authorized by the Administrator or Deputy Administrator. Each authorization shall include the estimated amount of travel costs to be incurred over the period covered by the authorization and will be obligated at the time the travel request for an unlimited open authorization is authorized, NASA Form 576 will be submitted prior to the beginning of each trip and will be utilized to reduce the estimated obligation for the unlimited open authorization and obligate the funds for the individual trip. The necessity of each authorization and the estimated obligation must be revalidated on a quarterly basis and must be reissued at the beginning of each fiscal year.
- b. **LIMITED OPEN AUTHORIZATION.** A limited open authorization-permits an individual to travel without further authorization under certain specified conditions such as for a-specific purpose(s)-or to a specific-geographical area(s). -The amount of travel costs that can be incurred must be authorized for a specified period of time. Limited open authorizations may be authorized by Officials-in-charge of Headquarters Offices and Directors of NASA Installations in accordance with NMI 9710.1 Travel not covered in the limited open authorization shall be authorized separately on a single-trip basis. Repetitive foreign travel may be authorized, Each authorization shall include the estimated amount of travel costs to be incurred over the period covered by the authorization and will be obligated at the time the travel request for a limited open authorization is authorized. NASA Form 576 will be submitted prior to the beginning of each trip and will be utilized to reduce the obligation for the limited open authorization and obligate the funds for the individual trip. The necessity of each authorization and the estimated obligation must be revalidated on a quarterly basis, The authorization must be reissued at the beginning of each fiscal year or when the authorization period expires.



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- c. **SINGLE TRIP TRAVEL AUTHORIZATION.** This authorization is utilized for all individual travel assignments not covered by unlimited open and limited open travel authorizations. Because of the high cost and/or unique circumstances, the following types of travel must be authorized on a single-trip basis in accordance with NMI 9710.1\_:

- (1) conference attendance;
- (2) outside training;
- (3) entitlement travel, such as home leave, evacuation and adverse condition travel, death of employee and deceased dependents, and etc. See FMM Appendix 9721-5A;
- (4) permanent change of station;
- (5) invitational travel;
- (6) foreign travel; and
- (7) Extended TDY

- d. Each travel authorization shall specify clearly the purpose of travel. To promote uniformity throughout the Agency, the travel purposes and object classes specified in FMM Appendix 9721-5A will be utilized for all official travel,

e. **TRAVEL AUTHORIZATIONS - DELAYED PROCESSING**

Ordinarily an authorization shall be issued prior to the commencement of travel. In unusual circumstances, an authorization is issued after travel commences and expenses are incurred. When this situation arises, the authorization official will be as specific as possible when preparing the travel authorization so that there will be no delay in the performance of such travel.

(Example: Employee on vacation is recalled to official business via telephone. Confirmation travel orders should be prepared no later than the following working day,)

Emergency evacuation travel may be undertaken on verbal orders given by proper officials, but such verbal orders shall be confirmed in writing within 48 hours. (See FMM 9746)



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## **9721-6      *POLICY GUIDELINES ON CONDUCT OF, AND ATTENDANCE AT CONFERENCES AND OTHER FORUMS***

- a. **POLICY.** NASA will sponsor, conduct, and support attendance at conferences and similar forums in strict conformance with fiscal prudence and the public's interest. Conference sites that minimize costs will be selected, and representation at NASA and non-NASA sponsored functions will be restricted to that which is determined to be minimally essential.
- b. **SCOPE.** This policy applies to all Headquarters offices and to all Installations; it applies to NASA employees, to program and institutional contractor travel for which reimbursement from NASA is expected, and to other persons invited to travel in support of NASA programs and activities.
- c. **DEFINITIONS**
  - (1) For the purpose of this policy instruction, the term conference includes symposia, meetings, retreats, councils, reviews (e.g. Flight Readiness Reviews, Program Reviews, Design Reviews, Budget Reviews, etc.) seminars, training activities, etc. which involve travel beyond attendees' commuting areas.
  - (2) Conference costs mean all costs paid by the Government for a conference, whether paid directly by NASA or reimbursed by NASA to travelers or others associated with the conference, e.g. speakers, contractors, etc. Such costs include, but are not limited to, travel to and from the conference, ground transportation, lodging, meals and incidental costs, meeting room and audiovisual costs, registration fees, speaker fees, facilitation, recording, other conference-related administrative fees, and the cost of employees' time spent at the conference and traveling to and from the conference. (Refer to FMM 9740 - Per Diem Allowances, in particular, FMM 9741-10 and FMM 9741-11).
  - (3) NASA Conference Sponsor means the organization sponsoring or calling for a conference. If it is not clear which organization is the sponsor, the organization setting the agenda will be treated as the sponsor.-
- d. **RESPONSIBILITIES**
  - (1) The conduct of NASA-sponsored conferences and attendance at non-NASA conferences shall be approved by the officials designated in FMM Appendices 9721-6A and 9721-6B. Officials designated may redelegate this authority to on(F subordinate official,
  - (2) For NASA-sponsored conferences, the conference sponsor shall provide documentation of alternatives considered and rationale used in selecting the conference site to the applicable approval official. Information as- portrayed in FMM Appendix 9721-6C will be provided. The conference sponsor shall retain this approval documentation for 2 years,





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- (3) Attendance at non-NASA sponsored conferences shall be approved using FMM Appendix 9721-6D, The submitting organization shall retain this approval documentation for 2 years.

## e. **GUIDELINES**

- (1) NASA-sponsored conference sites shall be selected prudently. NASA must be conscious that even the appearance of extravagance must be considered NASA and contractor attendance shall be limited to the minimum essential,
- (2) NASA-sponsored conferences should be held in NASA facilities unless inappropriate or not cost effective.
- (3) The need for NASA-sponsored conferences must be clearly indicated.
- (4) Only minimally essential conference support service should be Purchased.
- (5) The Installation travel service contractor should be consulted concerning conference location, travel, and support cost alternatives.
- (6) The preparation and publication of unnecessarily elaborate conference announcements, agenda, and minutes/proceedings should be avoided.
- (7) Attendance at non-NASA-sponsored conferences shall be restricted to the minimum essential NASA and contractor representation. Again, avoiding the perception of extravagance is a key consideration.
- (8) Salary costs of attendees shall be considered in decisions to sponsor or attend NASA and non-NASA sponsored conferences. In certain circumstances, travel time to and from a conference site may vary considerably; therefore, salary costs may be a determining factor.

## **9721-7 AMENDMENTS TO TRAVEL AUTHORIZATIONS**

### a. **GENERAL**

- (1) A properly executed travel authorization may be amended as necessary as long as it is accomplished prior to the commencement of travel.
- (2) **Reasons for Amendments**
  - (a) In general, travel orders may not be revoked or modified retroactively, so as to increase or decrease the rights and benefits, which have become fixed under the applicable travel statutes and regulations. However, the Comptroller General has recognized an exception to the Above rule. Travel authorizations can be revoked or retroactively modified when an error is apparent on the face of the authorization or where facts and circumstances clearly demonstrate that some provision previously determined and definitely intended has been omitted through error or inadvertence when preparing the order. (55 Comp. Gen. 1241)



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- (b) An authorizing official may not expand the scope of his or her authority for a retroactive modification as otherwise limited by NASA Management Instructions, travel statutes and regulations. For this reason, the general rule Against retroactive modification applies only to the extent the specific provisions in the travel authorization is within the scope of authority granted to the authorizing official (Comp. Gen. Decision B-174428).
  - (c) While a travel authorization may not be amended to correct an error in judgment committed by the proper exercise of authority, it is not prohibited to forbid the retroactive amendment of a travel authorization whose provisions are clearly in conflict with a law, agency regulation, or management instruction. (Comp, Gen. Decision B-171315)
- (3) All amendments will be in writing, distributed in the same manner as the original authorization, and will show:
  - (a) The number of the original authorization followed by A1, A2, etc.;
  - (b) The current date;
  - (c) The nature of the amendment; and
  - (d) The signature of the official who signed the original authorization when practical,
- b. **CHANGES IN PER DIEM RATE.** An individual will be reimbursed at the new per them rate on the date determined by the responsible regulatory agency (see FMM 9712-2). Amendments to existing travel authorizations are not required.
- c. **DEVIATIONS FROM TRAVEL AUTHORIZATIONS.** Deviations in itinerary necessitated by circumstances occurring during travel may be approved on the traveler's voucher by the appropriate authorizing official. However, no increase is permitted in mileage and per them rates specified in the travel authorization unless an amendment is issued in accordance with subparagraph a(2) above.

## **9721-8 TRAVEL AUTHORIZATIONS FOR CONSULTANTS AND EXPERTS**

The authorization of travel for consultants and experts to the Administrator will be governed by the instructions in FMM 9721-5a or 9721-5b as applicable. When determined appropriate, consultants to the Administrator may be issued an unlimited or a limited open travel authorization by the Executive Officer (Code AE). Each authorization will contain the following statement, "Authorized to travel on NASA business when requested by the Official-In-Charge of the Headquarters Office where the consultant is assigned, or higher authority." The Official-In-Charge of the Headquarters office to which the consultant is assigned shall notify the Executive officer (Code AE) of proposed consultant travel before the consultant is requested to travel.



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## **9721-9     *NUMBERING TRAVEL AUTHORIZATIONS***

Strict administrative control will be maintained over the issuance of travel authorizations. Each NASA Installation will assign an identifying number or symbol to each travel authorization. These numbers or symbols will be cited as a reference in related documents as necessary and recorded in agency accounting systems. Numbers which have been canceled will not be reassigned to other travel authorizations.

## **9721-10    *DISTRIBUTION OF TRAVEL AUTHORIZATIONS***

The number of copies of the travel authorization that must be distributed is dependent upon the administrative internal control system utilized at the Installation. Regardless of the system utilized, the traveler must be furnished' sufficient copies to accomplish the following:

- a. Purchasing airline tickets through the transportation services contractor;
- b. Obtain cash advances;
- c. Rent cars;
- d. Submit travel vouchers; and
- e. Obtain Government discounts for lodging.

## **9721-11    *CANCELED TRAVEL AUTHORIZATIONS***

Employees are required to return unused travel authorizations to the authorizing official within 3 days after notification that the travel has been canceled or postponed for more than 7 calendar days. Within 3 calendar days after receipt, the authorizing official is required to cancel the travel authorization. The original copy of the cancellation must be forwarded immediately to the fund approving official. The funds then can be restored to the appropriation and be made available to satisfy other travel requirements.

## **9721-12    *ESTIMATING TRAVEL OBLIGATIONS***

- a. **GENERAL.** The purpose of this paragraph is to assist individuals that are required to prepare travel obligation estimates. The following sources of information and estimating criteria should be utilized when travel obligations are calculated.
- b. **DOMESTIC TEMPORARY DUTY TRAVEL.** This paragraph applies to travel performed within the CONUS and Nonforeign Areas, (See FMM 9712-9 for the definition of CONUS and Nonforeign Areas). Estimated obligations for domestic travel will be calculated and entered in Block 19a through f of NASA Form 372 - NASA Travel Request and Authorization.



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(1) **Block 19a - Transportation**, When determining the cost of transportation the following sources of information should be utilized to calculate the amount of the estimated obligation.

(a) **Airplane** - The cost of airfare can be obtained during regular work hours from the designated NASA Transportation Services Contractor,

A listing of city-pair Government discount fares provided in the GSA Federal Travel Directory published monthly may also be used.

(b) **Rail** - The cost of rail fare (i.e. AMTRAK, and other rail carriers) can be obtained from the Transportation Service Contractor, This information may also be obtained from the vendor providing the service (i.e. AMTRAK and other rail carriers).

(c) **Bus** - The cost of bus fare must be obtained from the-vendor providing the service (i.e. Greyhound, Trailways, etc.)

(d) **Government-owned and Privately-owned Conveyance**. The estimated cost utilizing either of these modes of transportation should be determined by multiplying the authorized mileage rate by the estimated round-trip distance from where the-travel begins (either the employees residence or - office) and the temporary -duty-(TDY) location, For authorized mileage rates see FMM 974-2-20 and 9742-22.

For distances between official duty stations and TDY locations, use the Standard Highway Mileage Guide. Each Financial Management office maintains a copy of this publication.

**Example:** For travel by Privately-owned Conveyance authorized as advantageous to the Government, the estimated cost of transportation would be determined by calculating the one-way distance between official duty station and the TDY point multiplied by 2 to determine the round-trip distance. The round-trip distance is multiplied by the applicable mileage rate.

**Calculation Example:** 175 miles, the one-way distance between Langley Research Center and NASA Headquarters multiplied by 2 equals a round-trip distance of 350 miles. Round-trip distance multiplied by 25 cents per mile (the applicable mileage rate in this instance)

(2) **Block 19b - Per Diem**. When estimating per diem, the following sources and calculations should be utilized to determine the amount of the estimated obligation. Per them is divided into two cost factors - Lodging, and Meals and Incidental Expenses. The total of these cost factors is the authorized per them rate. The authorization is limited to the GSA locality maximum per them rate listed in FMM Appendix 9742-8A.



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- (a) **Lodging.** To the maximum extent possible for the purpose of enhancing the accuracy of lodging estimates; room reservations should be made before the travel authorization is submitted to the travel requesting official. The daily room rate including tax for the lodging portion of the per diem can be determined by requesting the NASA Transportation Services Contractor to make reservations with the selected hotel/motel. The Federal Travel Directory published by GSA monthly also provides contract hotel/motel discount room rates including tax. The authorized lodging is limited to the maximum amount prescribed for the TDY location in FMM Appendix 9742-8A; unless the travel has been authorized on an actual expense basis.

The lodging estimate is determined by multiplying the daily room rate, including tax, by the number of official days the lodging was reserved.

**Example:** Lodging was reserved by the Transportation Services Contractor for a traveler at the Sheraton Hopkins Airport Hotel, Cleveland, Ohio for the period March 19th through 22nd, 1990. The daily room rate was \$56, the room tax was 12.5 percent or \$7.00 for a total of \$63. The maximum daily lodging allowance for Cleveland established by GSA is \$64.

The lodging estimate is calculated as follows:

March 19th through March 22nd = 4 days multiplied by the room rate, including tax, \$63 = \$252

- (b) **Meals and Incidental Expenses Allowance.** The meals and incidental expense (M&IE) allowance for all domestic TDY locations are listed in FMM Appendix 9742-8A, in the GSA Federal Travel Directory, and the NASA Telemail System.

The M&IE allowance is computed based on the length of the authorized travel. The allowance is calculated from the time the employee departs their residence or office at the beginning of the travel and continues until the travel is concluded at the employee's residence or office at the end of the travel. M&IE allowance is computed using a quarter-day system for each 6-hour period or fraction thereof an employee is in a travel status.

The M&IE allowance is determined by multiplying the authorized rate (i.e. either \$26 or \$34 depending on the location) by the number of full and if applicable fractional days it is estimated that the employee will be in a travel status.

**Example:** It is estimated that the employee will depart from his or her office at NASA Headquarters at 9:00 a.m. on Monday, March 19, 1990, and proceed to Lewis Research Center Cleveland, Ohio. Travel at Lewis Research Center will be completed at close of business on Friday March 23, 1990. It has been estimated that the employee will travel by airplane and arrive at their residence in Washington, DC at approximately 8:00 p.m. The daily M&IE allowance for Cleveland Ohio is \$34



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Using the factors stated above, the traveler would be authorized the M&IE allowance for 4 and 3/4 days.

<u>Dates of Travel</u>	<u>Time in Travel Status</u>	<u>Allowable M&amp;IE in Days</u>
March 19	9:00 a.m. to 12:00 midnight	3/4
March 20-22	Full Days	3
March 23	12:01 a.m. to 8:00 p.m.	<u>1</u>
Total Days		4 3/4

The M&IE allowance estimate is-calculated as follows:

4 3/4 days multiplied by \$34 = \$161.50 rounded to \$162;

- (c) **The Per Diem Rate and Per Diem Estimate.** Using the cost factors provided above, the per them rate and estimated obligation would be calculated as follows:

## Per Diem Rate

Lodging,. \$62 plus M&IE Allowance, \$34 = \$96 Per Diem Rate

## Per Diem Estimate

Lodging of \$252 plus M&IE Allowance of \$162 = \$414

- (3) **Block 19c - Rental Cars.** The following sources and calculations should be utilized to determine the amount of the estimated rental car obligation.

The cost of rental cars can be obtained by requesting Transportation Service Contractor to make reservations with the vendor (i.e. Hertz, Avis, etc.). These are Government-wide discount rates negotiated by the Department of Defense.

The Federal Travel Directory published by GSA monthly also contains the DoD discount car rental rates by location and vendor.

The rental car estimate is determined by multiplying the daily rate by the length of time the vehicle is used by the traveler. This time period normally begins within one hour after the employee lands at the airport at the TDY location and ends within one hour before employee takes off from the airport at the TDY location at the end of the trip.



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**Example:** Employee lands at Houston - Hobby Airport at 7:00 p.m. on February 5th. The employee claimed baggage and rented a car by 8:00 p.m. from the vendor at a daily rate of \$30. The employee arrives at Houston - Hobby at 1:00 p.m. for a flight scheduled for takeoff at 2:00 p.m. and returned the rental car to the vendor. The employee used the rental car for 3 3/4 days.

The rental car estimate is computed as follows:

The employee used the rental car from February 5, 7:00 p.m. to February 9, 1:00 p.m. a total of 3 3/4 days.

3/4 days multiplied by \$30 daily rental car rate = \$112.50 rounded to \$113.

## (4) **Block 19d - Mileage/Parking/Taxi:**

Enter estimated amounts for ground transportation, i.e. costs to and from the airport, parking fees, and tolls.

- (a) **Mileage.** Generally, the estimate is computed by doubling the one-way distance from where the travel begins (i.e. employee's office or residence) to the airport by the allowable mileage rate (see FMM 9742-20 for the current rates). If the employee is transported to the airport by a non-traveler the round-trip mileage is used for the computation.

**Example.** Employee drives from residence in Crofton, Maryland, to Baltimore Washington Airport and parks his car for the duration of the travel. The distance between residence and airport is 20 miles.

Using the factors stated above, the mileage estimate is calculated as follows:

20 miles one-way distance multiplied by 2 equals 40 miles for the round-trip distance. 40 miles multiplied by 24 cents per mile, the rate used for purposes of this rounding example, = \$9.60 rounded to \$10.

When a non-traveler provides transportation, the distance of 40 is multiplied by 2 which equals 80 miles. So miles multiplied by 24 cents per mile, the rate used for purposes of this rounding example, = \$19.20 rounded to \$19.

- (b) **Parking.** Generally, the parking estimate for NASA Installations is based on information contained in FMM Appendix 9721-14A or can also be obtained from the Installation Transportation Service Contractor office. The parking information is maintained in the Transportation Service Contractor travel planner publication.
- (c) **Taxi.** The estimate should include all anticipated taxi fares, plus a 15 percent tip.





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- (5) **Block 19e - Registration Fee.** The registration fee estimate is based on information received from the Installation training office or the organization sponsoring the function. The amount stated in the provided information-should be entered on this line.
- (6) **Block 19f - Miscellaneous.** The estimate for miscellaneous expenses is based on the circumstances involved in the trip. A listing of miscellaneous expenses are listed in FMM 9772-5. In most cases, the estimate will be zero.

## **9721-13 CONTENTS OF TRAVEL AUTHORIZATIONS**

### **a. TEMPORARY DUTY TRAVEL - DOMESTIC**

- (1) **General.** NASA Form 372, Travel Request and Authorization (see FMM Appendix 9721-4A), is prescribed for general use in connection with all domestic official temporary duty travel.
- (2) **Preparation of NASA Travel Request and Authorization - NASA Form 372.** NASA Form 372 will be completed in its entirety in accordance with the following procedures:
  - (a) Blocks 1 through 6 self-explanatory
  - (b) Block 7
    - 7a Single Trip - To be used for the travel purposes not covered by unlimited open travel authorizations, and specifically for the purposes listed in FMM 9721-5c.
    - 7b Unlimited Open Travel Authorization, Used for travel by the NASA Administrator and NASA Deputy Administrator and other designated employees, such as Officials-In-Charge of Headquarters office and Directors of Field Installations in accordance with the provisions in FMM 9721-5a.
    - 7c Limited Open Authorization. Used for travel of employees authorized by Officials-In-Charge of Headquarters offices and Directors of Field Installations in accordance with the provisions contained in FMM 9721-5b.
    - 7d **Amendment/Extensions**
      - Amendments.** Used when the cognizant official determines that the entitlements in the original travel authorization are not in accordance with this regulation and the intent of the travel, Amendments will be accomplished in accordance with the provisions contained in FMM 9721-7
      - Extensions.** Used when the cognizant official determines the travel period stated on the original authorization needs to be extended. Extensions will be accomplished in accordance with FMM 9721-2o





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7e Extended TDY Travel, Used to authorize travel or training that is of the various official reasons and purposes in accordance with the provisions contained in FMM 9743e

7f Invitational Travel, Used to authorize travel of non-NASA persons for the various official reasons and purposes in accordance with the provisions contained in FMM 9741-19,

- (c) **Block 8 - Travel Period.** The period when official travel is performed, Dates pertaining to travel for personal reasons; either prior to the beginning or at the end of the official travel will not be stated on the NASA Form 372. NASA is not responsible for the cost of travel during periods of unofficial travel. When there is a deviation in the itinerary for personal reasons, the travel claim will be approved on a constructive cost basis.

8a Official travel begins on the date the employee leaves their office or residence for the purpose of the trip authorized on the NASA Form 372.-

8b official travel ends on the date the employee arrives at their office or residence after completing the purpose of the trip authorized on the NASA-Form 372 a

- (d) **Block 9 - Itinerary.** The locations where travel commences, is performed and is completed.

Example: From NASA Headquarters Washington, DC; to Kennedy Space Center Cocoa Beach, Florida; to Marshall Space -Flight Center -Huntsville, Alabama, and return to NASA-Headquarters - Washington, DC.

- (e) **Block 10 - Travel Advance.-** Travel advances are authorized, issued, and liquidated in accordance with the provisions contained in FMM 9770.

10a If the traveler is authorized a travel advance and accepts it, answer "YES".

10b If the traveler is not authorized a travel advance or does not accept a travel advance that was authorized, answer "NO".

10c Enter the amount of the travel advance that was authorized, This amount should be the same amount that was authorized on the SF 1038, Advance of Funds, If a travel advance is not authorized or accepted by the employee, enter "0".



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- (f) **Block 11 - Purpose of Travel.** The specific purpose of the travel must be stated in this block of the authorization. Each trip must be classified by object class and a travel purpose category. Object class descriptions and travel purpose categories are contained in FMM Appendix 9721-5A.

**Example:** specific purpose of the travel - To perform a functional review of accounting operations.

Object Class 2121 - Information Meeting

- (g) **Block 12 - Government Issued Charge Card**

12a Answer "YES" if the traveler has been issued a Government-issued Charge Card to incur travel expenses.

12b Answer "NO" if the traveler has not been issued a Government-issued Charge Card because they are an infrequent traveler (i.e. travels less than 2 times per year); or the traveler has not applied for a charge card for personal reasons.

- (h) **Block 13 - Per Diem.** The per them allowances for domestic travel are authorized at the maximum locality rates contained in FMM Appendix 9742-8A, in accordance with FMM 9750 when travel is authorized on an actual expense basis, FMM 9743 for extended TDY travel, and FMM Appendix 9742-8D,

13a **Lodging Plus**

**Lodging.** Enter the cost of lodging, including tax. This entry should be based either on a confirmed reservation or rates listed in the GSA Federal Travel Directory. Lodging costs are limited to locality maximums listed in FMM Appendix 9742-8A.

**Meals:** Incidental Expenses (M&IE), Enter applicable M&IE rate for the TDY location. M&IE rates are listed by locality in FMM Appendix 9742-8A,

**Per Diem Rate.** Equals the total of block 13a1, lodging plus block 13a2, M&IE.

13b **Actual Expenses**

**Lodging.** Enter the cost of lodging including tax. This entry should be based either on a confirmed reservation or rates listed in the GSA Federal Travel Directory. Lodging costs are limited to 150 percent of the applicable locality maximum per them rate less the actual cost of meals,



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**Meals & Incidental Expenses (M&IE).** Enter either the applicable M&IE rate for the TDY location or an amount up to 150 percent of the M&IE allowance.

**Per diem Rate.** Equals the total of block 13b1, Lodging, plus 13b2, M&IE, not to exceed 150 percent of the applicable locality maximum per them rate.

**13c Flat Rate (Extended TDY).**

Enter the authorized per them rate based on the length of the assignment in accordance with FMM 9743e

**13d Not Authorized.**

Make an entry in this block when per them is not authorized,

**13e Joint Travel Regulations Volume 2.**

Make an entry in this block when entitlement will be paid in accordance with the provisions of the JTR's volume 2.

**13f Other.**

Specify authorized per them rates for nonforeign travel and other travel not covered in Blocks 13a through e above. For example, make an entry in this block when a reduced per them rate is authorized due to the circumstances of the travel.

(i) Blocks 14 through 18 - Self-explanatory

**(j) Block 19 - Accounting Record**

19a through f, Enter the-amount of the estimated travel obligation by category in accordance with the procedures contained in FMM 9721-12,

19g Enter the total of 19a through f,

19h Enter the appropriation and accounting classification including the function and object class, For a listing of object classes, see FMM Appendix 9721-5A,

19i The signature of the individual authorized to certify that the funds are available to perform the travel in accordance with FMM 9721-2,



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## b. TEMPORARY DUTY TRAVEL - FOREIGN

(1) All requests for overseas temporary duty travel (outside the 50 states, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States) will be prepared on Overseas Travel Order, NASA Form 386 (see FMM Appendix 9721-4B). A limited open travel authorization may be authorized in accordance with the procedures contained in FMM 9721-5b. When a limited open authorization is requested, the specific purpose will be fully explained in block 16, and any special provisions will be disclosed in block 18 of the NASA Form 386.

(2) Preparation of Travel Order. An overseas travel order will be completed in its entirety for temporary duty travel with particular emphasis placed on the following items:

(a) Blocks 1 through 3 self-explanatory

(b) **Block 4 - Period of Travel.** The period when official travel is performed. Dates pertaining to travel for personal reasons; either prior to the beginning or at the end of the official travel will not be stated on the NASA Form 386. NASA is not responsible for the cost of travel during periods of unofficial travel. When there is a deviation in the itinerary for personal reasons the travel claim will be approved on a constructive cost basis.

4a Official travel begins on the date the employee leaves their office of residence for the purpose of the trip authorized on the NASA Form 386.

4b Official travel ends on the date the employee arrives at their office or residence after completing the purpose of the trip authorized on the NASA Form 386o

(c) Blocks 5 through 15 self-explanatory.

(d) Block 16 - The purpose of travel should state in verbiage the specific mission of the trip and be identified by the travel purpose listed after each object class description as contained in FMM Appendix 9721-5A.  
Example: Conference of AGARD representatives in Paris, France, would be object class 2132 and the OMB travel purpose is Conference Attendance.

(e) Block 17 - Itinerary

(f) Block 18 - Special provision or remarks may be used to authorize use of actual expenses, special conveyance, excess baggage, conditions, limitations, instructions, and first-class air travel.

(g) Block 19 - Medical Clearance from the NASA Occupational Health Office (Code FO) is now required before embarking on any foreign travel per NASA Occupational Medical Health Standard 1845.2.

(h) Block 20 - Self explanatory.



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- (i) Block 21 - For Fiscal Office - Enter the estimated cost appropriation and accounting classification including the function and object class, For a listing of object classes, see FMM Appendix 9721-5A.
  - (j) Block 22 - The signature of the individual authorized to certify that the funds are available to perform the travel in accordance with FMM 9721-2
- c. **TRAVEL OF STUDENT DEPENDENT FOR PURPOSE OF ATTENDING SCHOOL.** An overseas Travel Order, NASA Form 386, will be prepared to authorize the travel from a duty station in a foreign area or areas and Installations in the Republic of Panama made available to the United States to a school in the United States subject to the conditions of FMM 9764-11. The following special explanations are provided for guidance in completing NASA Form 386 for this particular type of travel:
- (1) Block 5 - Indicate the name of the student dependent.
  - (2) Block 7 - Show "Student Dependent" and name of the employee.
  - (3) Block 9 - Indicate the organizational element responsible for the travel.
  - (4) Block 11 - Indicate the NASA employee's overseas permanent duty station location.
  - (5) Block 13 - Authorize per them rate applicable to U.S. travel where travel is to a school in the United States. Specify the overseas per them rate of the locality where the secondary educational institution is located when appropriate.
  - (6) Block 16 - Indicate the employee's official duty station and name and location of the school to be attended. (Return travel will not be authorized.)
  - (7) Block 17 - Will contain one of the following statements, as appropriate:
    - (a) For a dependent under 21 years of age--"This is the (first) (final) educational travel trip in connection with (secondary) (college) education."
    - (b) For a dependent 21 years of age or older--"Age exception conditions have been met. Date of graduation from (secondary school) (college) is \_\_\_\_\_ This is the final educational travel trip."
- d. **PERMANENT CHANGE OF STATION TRAVEL WITHIN THE CONTINENTAL UNITED STATES.** An order authorizing travel for a permanent change of station of a transferee or travel for a first duty station appointee will be accomplished by completing NASA Form 1450, Authorization - Change of Official Station (see FMM Appendix 9721-4D). NASA Form 1450 is generally self-explanatory. The following special explanatory material is provided for guidance in completing NASA Form 1450:



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- (1) Heading - The NASA Form 1450 contains a phrase in the heading (attach NASA Form 1449 when completed). The NASA Form 1449, Information Covering Persons Transferred or Appointed to First Duty Station (see FMM Appendix 9721-4C), which is completed by the employee or appointee, contains information designed to assist the authorizing official in preparation of the NASA Form 1450. The information requested on NASA Form 1449 is self-explanatory.
- (2) Block 1 through 4 are self-explanatory.
- (3) Block 5 will show the actual place of residence when the travel pertains to a first duty station appointment. If a transfer, show the name and location of the releasing permanent duty station.
- (4) In Block 6, enter the official starting date of your new assignment.
- (5) Block 7. Agreement Signed (date) - Where travel being authorized is indicated as a transfer, NASA Form 1337 will be signed before travel is authorized. Where the travel is applicable to a first duty station appointment, NASA Form 420 should, if possible, be signed before travel is performed, If not, it will be signed when the appointee reports for initial duty,
- (6) Blocks 8 and 9 are self-explanatory,
- (7) Block 10, Per Diem - Insert an "X" in both "a" and "b" boxes if a transfer with immediate family. Place an "X" in box "a" only if a first duty station appointment.
- (8) Block 11, place an "X" in block "a" if the employee is relocating with immediate family. Place an "X" in block "b" if the employee is relocating alone.
- (9) Blocks 12 through will be completed in accordance with the specific relocation benefits being authorized.
- (10) Blocks 18 through 23 are self-explanatory.
- (11) Block 24, Remarks, may be used to clarify any special instruction. If temporary duty is authorized enroute, state the purpose, duration of duty assignment, location and any pertinent conditions.
- (12) Block 25, Accounting Information Show fiscal data in accordance with the regulations of the NASA Installation concerned.



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- e. **PERMANENT DUTY TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES** . , Travel for permanent duty outside the continental United States will be authorized on NASA Form 1450, Authorization - Change of Official Station (see FMM Appendix 972-1-4D). The following special explanatory material is provided for guidance in completing NASA Form 1450:
- (1) Heading - The NASA-Form 1449, Information Covering Persons-Transferred or Appointed to First Duty Station (see FMM Appendix 9721-4C), which is completed by the employee or appointee, contains information designed to assist the authorizing official in preparation of the NASA Form 1450, The NASA Form 1449 should be attached to the-NASA Form-1450 when completed,
  - (2) Blocks 1 through 4 are self-explanatory,
  - (3) Block 5 will show the actual place of residence when the travel pertains to a first-duty station appointment. If a transfer, show the name and location of the releasing permanent duty station.
  - (4) Block 6, enter the official starting date of your new assignment.
  - (5) Block 7, Agreement Signed (Date) - All travel, other than travel to place of actual residence for purpose of separation, will require a signed NASA Form 513 prior to authorizing travel. Show the date the NASA Form 513 was signed here,
  - (6) Block 8, Location of New Duty Station - Where travel is for purpose of separation, show actual place of residence as designated by the employee at time of selection for overseas employment, or specified alternate location.
  - (7) Block 12, Transportation Authorize - d - Travel enroute to initial overseas assignment or separation travel will be authorized by the most expeditious mode, Delay enroute will be charged to leave, as appropriate.
  - (8) Block 13, House hunting Trip - Such travel is not authorized for permanent duty travel outside the continental United States or for return to the continental United States,
  - (9) Block 15, Temporary Quarters - This allowance is applicable only when the new duty station is located in the 50 States, District of Columbia, United States territories and possessions, the Commonwealth of Puerto Rico and areas and Installations in the Republic of Panama made available to the United States,
  - (10)Block 24, Remarks - Include authorization for non-temporary storage, if applicable. When appropriate, a statement as to whether shipment of a privately-owned automobile is authorized and if at Government expense or at employee's expense. If transportation of house trailer is authorized in lieu of shipment of household goods between the continental United States and Alaska, include such a statement, indicating the reimbursement conditions and the origin and destination points.



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- f. **CONDITIONS RELATED TO RENEWAL AGREEMENT TRAVEL.** In addition to the special explanatory material contained in subparagraph d above, certain conditions applicable to renewal agreement travel are to be observed in preparing NASA Form 1450:
- (1) The travel order will contain authority for round-trip travel from the overseas duty station and return to the same or different overseas duty station,
  - (2) The number of days duration of leave period granted should be stated.
  - (3) Indicate weight limitation for personal effects, baggage allowable on renewal agreement travel,
  - (4) Provide specific instructions about where, when and how to submit passports and request for revalidation, renewal, or visas.
  - (5) Provide instructions arranging for port notification for return travel purposes and information on where and how to reach transferee for port call,

## **9721-14 TRAVEL SERVICES-AVAILABLE AT INSTALLATIONS**

Guides for the various services provided travelers by NASA Field Installations, and recommended modes of transportation to be used while on temporary duty at each Installation, are contained in FMM Appendix 9721-14A. Travelers should become acquainted with the data contained in this Appendix and utilize these services to the fullest extent possible to avoid incurring unnecessary expenses.

## **9721-15 RESPONSIBILITY FOR UPDATING INFORMATION**

Each NASA Financial Management officer is responsible for advising the Director of Financial Management, NASA Headquarters, of significant changes in the travel services information contained in that portion of FMM Appendix 9721-14A





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## **9721-4A    *SAMPLE TRAVEL REQUEST AND AUTHORIZATION*** ***DOMESTIC TRAVEL - NASA FORM 372***



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**9721-4B** ***SAMPLE OVERSEAS TRAVEL ORDER - NASA FORM  
386***



# NASA Financial Management Manual

**9721-4C** ***SAMPLE INFORMATIONAL COVERING PERSONS  
TRANSFERRED OR APPOINTED TO FIRST DUTY  
STATION - NASA FORM 1449***



# NASA Financial Management Manual

**9721-4D *SAMPLE AUTHORIZATION - CHANGE OF OFFICIAL  
STATION - NASA FORM 1450***



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**9721-4E    *SAMPLE SERVICE AGREEMENT - TRANSFERRED  
EMPLOYEE - NASA FORM 1337***



# NASA Financial Management Manual

**9721-4F    *SAMPLE SERVICE AGREEMENT - FIRST DUTY  
STATION APPOINTMENT - NASA FORM 420***



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## **9721-4G *SAMPLE SERVICE AGREEMENT - OVERSEAS EMPLOYMENT - NASA FORM 513***



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## **9721-5A    *NASA TRAVEL OBJECT CLASS CODES AND OMB TRAVEL PURPOSE CATEGORIES***





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**9721-6A    *APPROVAL AUTHORITY NASA-SPONSORED  
CONFERENCE ATTENDANCE***



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**9721-6B APPROVAL AUTHORITY NON-NASA-SPONSORED  
CONFERENCE ATTENDANCE**



# NASA Financial Management Manual

## **9721-6C NASA-SPONSORED CONFERENCE - APPROVAL TO CONDUCT**



# NASA Financial Management Manual

**9721-6D NON-NASA-SPONSORED CONFERENCE -  
APPROVAL TO ATTEND**



# NASA Financial Management Manual

**9721-8A    *UNLIMITED OPEN AND LIMITED OPEN TRAVEL  
AUTHORIZATIONS - NASA FORM 576***



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## ***9721-14A INSTALLATION TRAVEL DIRECTORY***